



ABOUT FASTENAL

Since 1967, Fastenal has evolved from a single branch to a Fortune 500 distributor of industrial and construction supplies, with around 3,200 locations offering tailored inventory and personal service. Our global expansion is rooted in a belief in people's potential, fostering an entrepreneurial culture that empowers employees to drive their own success and advance within the company. As a financially solid growth company, we prioritize training, internal promotions, and creating opportunities for our team.

Fastenal Europe would like to invite ambitious, hard-working individuals to apply for the position of **Part-time Trade Compliance Coordinator**. Applicants should be able to bring new ideas and improvements to business practices, work well both independently and as part of a team, and show respect to co-workers, customers, vendors, and visitors in the workplace.

OVERVIEW

Working as **Part time Trade Compliance Coordinator**, you will take part in executing Fastenal's Trade Compliance program and facilitate the proper importation and exportation of goods. You will work directly with our Logistics, Product Development, Inventory and Accounts Payable teams to support multiple compliance programs and initiatives in EU and UK regions. This includes the correct classification of goods, support for various Free Trade Agreements, Intrastat reporting, enforcement of import and export restrictions, working with local customs authorities, and ensuring goods remain in compliance with all company and government regulatory requirements.

RESPONSIBILITIES

The duties and responsibilities of this position include, but are not limited to the following:

- Working with all relevant customs authorities to facilitate Fastenal's Import and Export program
- Assisting various departments with Harmonized Tariff Code information for Fastenal products
- Ensuring proper regulatory compliance for all international transactions
- Communicating with various departments on upcoming regulatory changes
- Supporting Free Trade Agreement research and applicability to certain goods
- Completing various other tasks, as needed that might include internal audit functions, denied party screenings and transaction reviews

REQUIRED POSITION QUALIFICATIONS

Our most successful Fastenal employees live and work by the following 4 core values:

Ambition – Innovation – Integrity – Teamwork

The following skills and qualifications are required for this position:

- Possess or are working towards a degree in Business, Operations, Finance or related field of study OR have import, export, or logistics work experience
- Excellent written and oral communication skills in English and Italian, a third language will be considered a plus
- Proficient using Microsoft Office Suite and possess basic math skills
- Highly motivated, self-directed and customer service oriented
- Demonstrate strong organization, planning and prioritizing abilities
- Exhibit strong problem solving, deductive reasoning and decision making skills
- Ability to work independently as well as in a team environment
- Ability to learn and perform multiple tasks in a fast paced environment
- Demonstrate our core values of ambition, innovation, integrity and teamwork